

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Accounting Technician

\$3,428 - \$4,374 approximate monthly

Application deadline: 4:30 P.M., Monday July 06, 2009

— **INTERNAL APPLICANTS ONLY** —

*****Supplemental Application Required*****

Announcement # 09-015

The list resulting from this recruitment will be used to fill a current vacancy in San Bernardino.

The Court Accounting Technician performs specialized technical accounting functions requiring the application of basic accounting principles and procedures.

Typical duties of the Court Accounting Technician include, but are not limited to:

- ◆ Prepares accurate and timely financial statements and management reports on a daily, monthly, quarterly and year-end basis for trial court and State reporting purposes.
- ◆ Reconciles general ledger accounts and prepares necessary adjusting journal entries.
- ◆ Prepares consolidated revenue spreadsheets; reviews revenue reports submitted by court districts; reviews payment vouchers submitted by court districts for payment of city settlements; prepares quarterly reports for Trial Court funding; prepares monthly revenue and bank reconciliations; prepares bank deposit.
- ◆ Interprets financial requirements contained in various State and Federal guidelines/regulations affecting fund and trust accounting.
- ◆ Tracks federal grants and reimbursable state and county programs; prepares reimbursement claims and billing statements; verifies costs.
- ◆ Prepares and posts payroll journal entries and reconciles data to payroll system reports.
- ◆ Prepares financial analysis, reports, develops recommendations and makes presentations regarding trial court financial matters.
- ◆ Maintains records on contracts; creates expenditure spreadsheets.
- ◆ Monitors and reconciles encumbrance balances, acts as a resource regarding Court/County accounting procedures.
- ◆ Assists Account Clerks in problems related to revenue and accounts payable; review the work of and provide feedback to Account Clerks' work products.
- ◆ Performs related duties as assigned.

Requirements: Five years of increasingly responsible clerical accounting experience preferably in government accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting experience can substitute for a maximum of two years of experience. A college degree in accounting or certificate in accounting is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and list of related coursework form. Application materials can be obtained on the internet at www.sb-court.org or by e-mail at personnel@courts.sbcounty.gov. Individuals submitting education must include a copy of degree or official college transcripts with the application packet. **Faxed Applications will not be accepted.**

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application materials. The most qualified candidates may be invited to an oral interview covering the following areas: practices and procedures of accounting; Court accounting procedures; laws and regulations effecting Court accounting operations; and interpersonal and communication skills. Candidates will be notified of the date of an oral interview.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development and credit union.

Employment is contingent upon passing a pre-placement drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

6/15/09 ch

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0312

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6834
Internet: www.sb-court.org